

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

8 August 1969

To: All Training Officers of the Agency

READING IMPROVEMENT

FOR All Agency employees whose major duties involve large amounts of reading material.

LOCATION Room 401 - 1000 North Glebe Road

DATES 8 September - 8 October - Monday and Wednesday

TIME 0900 - 1100 hours

REGISTRATION Because enrollment is limited to 22 in each course, the following quotas have been established:
O/DCI - 2; DDI - 5; DDP - 5;
DDS - 5; and DDS&T - 5. The Form 136, "Request for Training at Non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for the course to TR/ISS/AIR, Room 835 Glebe by 2 September.

OBJECTIVES

1. Develop a more organized and effective approach to job-related reading
2. Improve comprehension
3. Increase reading speed
4. Increase recall

(Over, please)

This document is part of an integrated file. If separated from the file it must be submitted to the Training Officer.

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GROUP 1
Excluded from automatic
downgrading and declassification

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Classes are kept small in order to allow for individual instruction and students are expected to practice at home and at work between sessions.

COST

The cost of approximately \$45 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

ADDITIONAL
INFORMATION

For information on course content call [REDACTED] on extension [REDACTED] on registration procedures call TR/ISS/AIR, extension [REDACTED]

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